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GOVERNMENT OF MAHARASHTRA

Department of Revenue and Forest, Disaster Management, Relief and Rehabilitation, Mantralaya, Mumbai- 400 032

No: DMU/2020/CR. 92/DisM-1, Dated: 17th April 2020

ORDER

Consolidated Revised Guidelines on the measures to be taken for containment of COVID-19 in the State

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Reference:

1. The Epidemic Diseases Act, 1897
2. The Disaster Management Act, 2005
3. Government Notification, Public Health Department, No. Corona-2020/CR-58/Aarogya-5, Dated- 13th March 2020, 14th March 2020, 15th March 2020
4. Government Notification, Revenue and Forest, Disaster Management, Relief and Rehabilitation Department, Dated- 25th March 2020 and 15th April 2020
5. Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I (A) dated 15th April, 2020

Whereas, in exercise of the powers, conferred under the Disaster Management Act 2005, the undersigned, in his capacity as Chairperson, State Executive Committee, has issued an Order dated 15th April, 2020 to extend the lockdown measures up to 3rd May, 2020 to contain the spread of COVID-19.

Whereas, the Ministry of Home Affairs, Government of India vide its order dated 15th April 2020 has stipulated Consolidated Guidelines for containment of COVID-19 epidemic in the country, that will continue to remain in force up to 3rd May, 2020 to contain the spread of COVID-19 in the country.

Whereas, to mitigate hardship to the public, select additional activities will be allowed, which will come into effect from 20th April, 2020. However, these additional activities will be operationalized by the concerned authorities based on strict compliance to the existing guidelines on lockdown measures. Before operating these relaxations, concerned authorities shall ensure that all preparatory arrangements with regard to social distancing in offices, workplaces, factories and establishments, as also other sectoral requirements are in place. The consolidated revised guidelines incorporating these relaxations are enclosed.

Whereas, the consolidated revised guidelines will not apply in containment zones, as demarcated by the concerned authorities. If any new area is included in the category of a containment zone, the activities allowed in that area till the time of its categorization as a containment zone, will be suspended except for those activities as are specially permitted under the guidelines of Ministry of Health and Family Welfare (MoHFW), Government of India.

Whereas, in exercise of the powers, conferred under the Disaster Management Act, 2005, the undersigned, in his capacity as Chairperson, State Executive

Committee, hereby issues directions to all Departments of Government of Maharashtra for the strict implementation of enclosed consolidated revised guidelines.

BY ORDER AND IN THE NAME OF THE GOVERNOR OF MAHARASHTRA

(AJOY MEHTA) 17/4/20
CHIEF SECRETARY
GOVERNMENT OF MAHARASHTRA

Copy to:

1. Principal Secretary, to Hon'ble Governor of Maharashtra, Mumbai.
2. Hon'ble Chairman, Maharashtra Legislative Council
3. Hon'ble Speaker, Maharashtra Legislative Assembly
4. Principal Secretary to Hon'ble Chief Minister, Government of Maharashtra
5. Secretary to Hon'ble Deputy Chief Minister, Government of Maharashtra
6. Private Secretary to Leader of Oppostion, Legislative Council / Assembly
7. Private Secretaries of All Hon"ble Minister/Minister of State, Mantralaya
8. All Additional Chief Secretaries/Principal Secretaries/Secretaries of Government of Maharashtra, Mantralaya
9. Director General of Police
10. Principal Secretary, Public Health Department, Mantralaya
11. Secretary, Medical Education, Mantralaya
12. All Divisional Commissioners in the State
13. All Commissioners of Police in the State
14. All Commissioners of Municipal Corporations in the State
15. All District Collectors
16. All District Superintendents of Police in the State

GOVERNMENT OF MAHARASHTRA

Department of Revenue and Forest, Disaster Management, Relief and Rehabilitation, Mantralaya, Mumbai- 400 032

No: DMU/2020/CR. 92/DisM-1, Dated: 17th April 2020

Subject: Consolidated Revised Guidelines on the measures to be taken for containment of COVID-19 in the State
[As per Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I (A) dated 15th April, 2020 and Govt. of Maharashtra Notification No DMU/ 2020/CR. 92 /DisM-I dated 15th April 2020 of Department of Revenue and Forest, Disaster Management, Relief and Rehabilitation]

1. With the extension of the lockdown period, the following activities will continue to remain prohibited across the country until 3rd May, 2020:

i. All domestic and international air travel of passengers, except for purposes enumerated in para 5 (ix), and for security purposes.

ii. All passenger movement by trains, except for security purposes.

iii. Buses for public transport.

iv. Metro rail services.

v. Inter-district and inter-State movement of individuals except for medical reasons or for activities permitted under these guidelines.

vi. All educational, training, coaching institutions etc. shall remain closed.

vii. All industrial and commercial activities other than those specifically permitted under these guidelines.

viii. Hospitality services other than those specifically permitted under these guidelines.

ix. Taxis (including auto rickshaws and cycle rickshaws) and services of cab aggregators.

x. All cinema halls, malls, shopping complexes, gymnasiums, sports complexes, swimming pools, entertainment parks, theatres, bars and auditoriums, assembly halls and similar places.

xi. All social/ political/ sports/ entertainment/ academic/ cultural/ religious functions/ other gatherings.

xii. All religious places/ places of worship shall be closed for public. Religious congregations are strictly prohibited.

xiii. In case of funerals, congregation of more than twenty persons will not be permitted.

2. **Commencement of Guidelines**
   i. Para 2 to Para 20 of these guidelines will come in operation from 20th April 2020 in supersession of guidelines issued by orders dated 25th March 2020 and the addendum dated 15th April 2020.

   ii. The guidelines issued by orders dated 25th March 2020 and the addendum dated15th April 2020 will be operational till midnight of 19th April 2020.

3. **Operation of guidelines in Hotspots and containment zones**
   i. 'Hotspots', i.e., areas of large COVID-19 outbreaks, or clusters with significant spread of COVID-19, will be determined as per the guidelines issued by Ministry of Health and Family Welfare (MoHFW), Government of India (GoI). In these hotspots, **containment zones** will be demarcated by District administration and in areas of Municipal Corporations of Greater Mumbai, Pune Pimpri Chinchwad and NMC Nagpur, by the Municipal Commissioner as per the guidelines of MoHFW.
   ii. In these containment zones, the activities allowed under these guidelines will not be permitted.

   There shall be strict perimeter control in the area of the containment zones to ensure that there is no unchecked inward/ outward movement of population from these zones except for maintaining essential services (including medical emergencies and law and order related duties) and Government business continuity.

   The guidelines issued in this regard by MoHFW will be strictly implemented by the local district authorities.

4. **Select permitted activities allowed with effect from 20thApril, 2020:**
   i. To mitigate hardship to the public, select additional activities have been allowed which will come into effect from 20th April, 2020. These limited exemptions will be operationalized by district administrations based on strict compliance to the existing guidelines.

   Also while allowing these select additional activities, district administrations shall ensure that all preparatory arrangements with regard to the Standard Operating Procedures (SOPs) for social distancing in offices, workplaces, factories and establishments, as also other sectoral requirements are in place.
   ii. The consolidated revised guidelines incorporating these select permitted activities have been enumerated in paras5-20 below.

5. **All health services (including AYUSH) to remain functional, such as:**
   i. Hospitals, nursing homes, clinics, telemedicine facilities.
   ii. Dispensaries, chemists, pharmacies, all kinds of medicine shops including *Jan Aushadhi Kendras* and medical equipment shops.

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iii. Medical laboratories and collection centres.

iv. Pharmaceutical and medical research labs, institutions carrying out COVID-19 related research.

v. Veterinary Hospitals, dispensaries, clinics, pathology labs, sale and supply of vaccine and medicine.

vi. Authorised private establishments, which support the provisioning of essential services, or efforts for containment of COVID-19, including home care providers, diagnostics, supply chain firms serving hospitals.

vii. Manufacturing units of drugs, pharmaceuticals, medical devices, medical oxygen, their packaging material, raw material and intermediates.

viii. Construction of medical/ health infrastructure including manufacture of ambulances.

ix. Movement(inter and intra State, including by air) of all medical and veterinary personnel, scientists, nurses, para-medical staff, lab technicians, mid-wives and other hospital support services, including ambulances.

6. Agricultural and related activities:

A. All agricultural and horticultural activities to remain fully functional, such as:

i. Farming operations by farmers and farm workers in field.

ii. Agencies engaged in procurement of agriculture products, including MSP operations.

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iii. '*Mandis*' operated by the Agriculture Produce Market Committee (APMC) or as notified by the State/ UT Government (e.g., satellite *mandis*). Direct marketing operations by the State/ UT Government or by industry, directly from farmers/ group of farmers, FPOs' co-operatives etc. States/ UTs may promote decentralized marketing and procurement at village level.

iv. Shops of agriculture machinery (implements, tractors, irrigation related products etc.) its spare parts (including its supply chain) and repairs to remain open.

v. 'Custom Hiring Centres (CHC)' related to farm machinery.

vi. Manufacturing, distribution and retail of agriculture inputs (fertilizers, pesticides and seeds etc.)

vii. Movement (inter and intra State) of harvesting and sowing related machines like combined harvester and other agriculture/ horticulture implements.

B. Fisheries - the following activities will be functional:

i. Operations of the fishing (marine and inland)/ aquaculture industry, including feeding & maintenance, harvesting, processing, packaging, cold chain, sale and marketing.

ii. Hatcheries, feed plants, commercial aquaria.

iii. Movement of fish/ shrimp and fish products, fish seed/ feed and workers for all these activities.

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C. Plantations- the following activities will be functional:

i. Operations of tea, coffee, rubber, bamboo, coconut, arecanut, cocoa, cashew and spices plantations, with maximum of 50% workers.

ii. Processing, packaging, sale and marketing of tea, coffee, rubber, bamboo, coconut, arecanut, cocoa, cashew and spices with maximum of 50% workers.

D. Animal husbandry – the following activities will be functional:

i. Collection, processing, distribution and sale of milk and milk products by milk processing plants, including transport and supply chain.

ii. Operation of animal husbandry farms including poultry farms & hatcheries and livestock farming activity.

iii. Animal feed manufacturing and feed plants, including supply of raw material, such as maize and soya.

iv. Operation of animal shelter homes, including *Gaushalas*.

E. Forest related activities:

i. Minor Forest Produce Activities(collection, processing, transport and sale) in PESA, non-PESA and FRA areas including tendu leaves collections from forest and non-forest areas along with establishing collection centres and transport to godowns.

ii. Collection and transport of timber lying in forest to temporary/sale depots to avoid forest fires.

7. Financial sector: following to remain functional:

i. Reserve Bank of India (RBI) and RBI regulated financial markets and entities like NPCI, CCIL, payment system operators and standalone primary dealers. NBFCs including HFCs and NBFC-MIs with bare minimum staff

ii. Bank branches and ATMs, IT vendors for banking operations, Banking Correspondents (BCs), ATM operation and cash management agencies.

   a. Bank branches be allowed to work as per normal working hours till disbursal of DBT cash transfers is complete.

   b. Local administration to provide adequate security personnel at bank branches and BCs to maintain social distancing, law and order and staggering of account holders.

iii. SEBI, and capital and debt market services as notified by the Securities and Exchange Board of India (SEBI).

iv. IRDAI and Insurance companies.

v. Cooperative credit societies

8. Social sector: following to remain functional:

i. Operation of homes for children/ disabled/ mentally challenged/ senior citizens/ destitutes/ women/ widows.

ii. Observation homes, after care homes and places of safety for juveniles.

iii. Disbursement of social security pensions, e.g., old age/ widow/ freedom fighter pensions; pension and provident fund services provided by Employees Provident Fund Organisation (EPFO).

iv. Operation of *Anganwadis* – distribution of food items and nutrition once in 15 days at the doorsteps of beneficiaries, e.g., children, women and lactating mothers. Beneficiaries will not attend the *Anganwadis*.

9. Online teaching/ distance learning to be encouraged:

i. All educational, training, coaching institutions etc. shall remain closed.

ii. However, these establishments are expected to maintain the academic schedule through online teaching.

iii. Maximum use of Doordarshan (DD) and other educational channels may be made for teaching purposes.

10. MNREGA works to be allowed:

i. MNREGA works are allowed with strict implementation of social distancing and face mask.

ii. Priority to be given under MNREGA to irrigation and water conservation works.

iii. Other Central and State sector schemes in irrigation and water conservation sectors may also be allowed to be implemented and suitably dovetailed with MNREGA works.

11. Public utilities: following to remain functional:

i. Operations of Oil and Gas sector, including refining, transportation, distribution, storage and retail of products, e.g., petrol, diesel, kerosene, CNG, LPG, PNG etc.

ii. Generation, transmission and distribution of power at Central and State levels.

iii. Postal services, including post offices.

iv. Operations of utilities in water, sanitation and waste management sectors, at municipal/ local body levels in State.

v. Operation of utilities providing telecommunications and internet services.

vi. All relief measures related to natural calamities especially scarcity/drought including water supply by tankers and fodder supply by vehicles

12. Movement, loading/ unloading of goods/ cargo (Inter and intra State) is allowed, as under:

i. All goods traffic will be allowed to ply.

ii. Operations of Railways: Transportation of goods and parcel trains.

iii. Operations of Airports and related facilities for air transport for cargo movement, relief and evacuation.

iv. Operations of Seaports and Inland Container Depots (ICDs) for cargo transport, including authorized custom clearing and forwarding agents.

v. Operations of Land Ports for cross land border transportation of essential goods, including petroleum products and LPG, food products, medical supplies.

vi. Movement of all trucks and other goods/ carrier vehicles with two drivers and one helper subject to the driver carrying a valid driving license; an empty truck/ vehicle will be allowed to ply after the delivery of goods, or for pick up of goods.

vii. Shops for truck repairs and dhabas on highways, with a stipulated minimum distance as prescribed by the State/ UT authorities.

viii. Movement of staff and contractual labour for operations of railways, airports/ air carriers, seaports/ ships/ vessels, landports and ICDs is allowed on passes being issued by the local authority on the basis of authorizations issued by the respective designated authority of the railways, airports, seaports, landports and ICDs.

13. Supply of essential goods is allowed, as under:

i. All facilities in the supply chain of essential goods, whether involved in manufacturing, wholesale or retail of such goods through local stores, large brick and mortar stores (only essential goods) or e-Commerce companies should be allowed to operate, ensuring strict social distancing without any restriction on their timing of opening and closure.

ii. Shops (including *Kirana* and singleshops selling essential goods), including ration shops (under PDS), dealing with food and groceries (for daily use), hygiene items, fruits and vegetables, dairy and milk booths, poultry, meat and fish, animal feed and fodder etc, should be allowed to operate, ensuring strict social distancing without any restriction on their timing of opening and closure.

iii. District authorities may encourage and facilitate home delivery to minimize the movement of individuals outside their homes.

14. Commercial and private establishments, as listed below, will be allowed to operate:

i. Electronic media including broadcasting, DTH and cable services.

ii. IT and IT enabled Services, with upto 50% strength.

iii. Data and call centres with barest minimum staff.

iv. Government approved Common Service Centres (CSCs) at Gram Panchayat level.

v. E-commerce companies. Vehicles used by e-commerce operators will be allowed to ply with necessary permissions. E-commerce delivery of all goods

and commodities including food, pharmaceutical, medical equipment, electrical and electronic appliances.

vi. Courier services.

vii. Cold storage and warehousing services, including at ports, airports, railway stations, container Depots, individual units and other links in the logistics chain.

viii. Private security services and facilities management services for maintenance and upkeep of office and residential complexes.

ix. Hotels, homestays, lodges and motels, which are accommodating tourists and persons stranded due to lockdown, medical and emergency staff, air and sea crew.

x. Establishments used/ earmarked for quarantine facilities.

xi. Takeaway/home delivery at restaurants. Delivery persons should put on face masks and frequently use hand sanitizer. Establishments to conduct regular health screening of kitchen staff as well as delivery persons.

xii. Wholesale operations and distributions network related services.

xiii. Confectionaries, snacks (farsan), sweet shops (with no in-dining).

xiv. Repair shops/ workshops for electric transformers required by power distribution, transmission and generation companies.

15. Industries/ Industrial Establishments (both Government and private), as listed below, will be allowed to operate:

i. Industries operating in rural areas, i.e., outside the limits of municipal corporations and municipalities

ii. Manufacturing and other industrial establishments with access control in Special Economic Zones (SEZs) and Export Oriented Units (EoUs), industrial estates, and industrial townships only in non –containment zones. These provision shall not apply to MMR and PMC

These establishments shall make arrangements for stay of workers within their premises as far as possible and/ or adjacent buildings and for implementation of the Standard operating protocol (SOP) as referred to in para 21 (ii) below.

The transportation of workers to work place shall be arranged by the employers in dedicated transport by ensuring social distancing.

However no worker from hotspot/containment zone will be permitted to come to work place.

iii. Manufacturing units of essential goods, including drugs, pharmaceuticals, medical devices, their raw material and intermediates.

iv. All agricultural-horticultural produce related processing, packaging and transport.

v. Production units, which require continuous process, and their supply chain.

vi. Manufacturing of IT hardware.

vii. Coal production, mines and mineral production(including minor minerals) , their transportation, supply of explosives and activities incidental to mining operations.

viii. Manufacturing units of packaging material.

ix. Oil and gas exploration/ refinery.

x. Brick kilns in rural areas i.e., outside the limits of municipal corporations and municipalities.

xi. MSMEs engaged in manufacture of activities like wheat flour, pulse and edible oils etc.

16. Construction activities, listed as below, will be allowed to operate:

i. Construction of roads, irrigation projects, buildings and all kinds of industrial projects, including MSMEs, in rural areas, i.e., outside the limits of municipal corporations and municipalities; { It includes water supply sanitation, laying/ erecting of power transmission lines and telecom optical fibre/cable along with related activities }

ii. Construction of renewable energy projects.

iii. Continuation of works in construction projects, within the limits of municipal corporations and municipalities, where workers are available on site and no workers are required to be brought in from outside (in situ construction). However in MCGM and in PMC with the permission of Municipal Commissioner.

iv. All urgent pre-monsoon related works

17. Movement of persons is allowed in the following cases:

i. Private vehicles for emergency services, including medical and veterinary care, and for procuring essential commodities. In such cases, one passenger besides the private vehicle driver can be permitted in the backseat, in case of four-wheelers; however, in case of two-wheelers, only the driver of the vehicle is to be permitted.

ii. All personnel travelling to place of work and back in the exempted categories, as per the instructions of the District Administration except for MCGM (Municipal Corporation of Greater Mumbai), PMC(Pune Municipal Corporation), PCMC (Pimpri Chinchwad Municipal Corporation) and NMC (Nagpur Municipal Corporation) where it will be done by Municipal Commissioners.

18. Offices of the Government of India, its Autonomous/ Subordinate Offices will remain open, as mentioned below:

i. Defence, Central Armed Police Forces, Health and Family Welfare, Disaster management and Early Warning Agencies (IMD, INCOIS, SASE and National Centre of Seismology, CWC), National Informatics Centre (NIC), Food Corporation of India (FCI), NCC, Nehru Yuva Kendras (NYKs) and Customs to function with barest minimum.

ii. Other Ministries and Departments, and offices under their control, are to function with 100% attendance of Deputy Secretary and levels above that. Remaining officers and staff to attend upto 33% everywhere except MMR, PMC and PCMC areas where not more than 10% staff should atttend as per requirement.

19. Offices of the State/ Union Territory Governments, their Autonomous Bodies and Local Governments will remain open, as mentioned below:

i. Police, home guards, civil defence, fire and emergency services, disaster management, prisons and municipal services will function without any restrictions.

ii. All other Departments of State Government to work with restricted staff. Secretaries along with all Joint/ Deputy Secretaries of all departments to attend office with 10% of their department staff compulsorily on attendance. However, delivery of public services shall be ensured, and necessary staff will be deployed for such purpose.

iii. District administration and Treasury (including field offices of the Accountant General) will function with restricted staff. However, delivery of public services shall be ensured, and necessary staff will be deployed for such purpose.

iv. Resident Commissioner of State, in New Delhi, only to the extent of coordinating COVID-19 related activities and internal kitchen operations.

v. Forest offices: staff/ workers required to operate and maintain zoo, nurseries, wildlife, fire-fighting in forests, watering plantations, patrolling and their necessary transport movement.

20. Persons to remain under mandatory quarantine, as under:

i. All such persons who have been directed by health care personnel to remain under strict home/institutional quarantine for a period as decided by local Health Authorities.

ii. Persons violating quarantine will be liable to legal action under Section 188 of the IPC, 1860.

iii. Quarantined persons, who have arrived in India after 15.2.2020, after expiry of their quarantine period and being tested Covid-19 negative, will be released following the protocol prescribed in the SOP issued by MHA.

21. Instructions for enforcement of above lockdown measures:

i. All the district magistrates shall strictly enforce the National COVID 19 directives as specified in **Annexure I**. Penalties prescribed shall be levied and collected from all persons and entities violating these directives.

ii. All industrial and commercial establishments, work places, offices etc. shall put in place arrangements for implementation of SOP as in **Annexure II while** starting their functioning.

iii. In order to implement these containment measures, the District Magistrate will deploy Executive Magistrates as Incident Commanders in the respective local jurisdictions. The Incident Commander will be responsible for the overall implementation of these measures in their respective jurisdictions **keeping in view the instructions issued in clause vi and vii of this para**. All other line department officials in the specified area will work under the directions of such

incident commander. The Incident Commander will issue passes for enabling essential movements as explained.

iv. The Incident Commanders will in particular ensure that all efforts for mobilization of resources, workers and material for augmentation and expansion of hospital infrastructure shall continue without any hindrance.

v. Additional activities permitted in these guidelines shall be implemented, after making all arrangements necessary for strict implementation of the guidelines. These will come into force with effect from 20th April, 2020.

vi. The relaxations referred in Para 15 clause i, ii and v can be availed by the industrial unit by way of informing/ intimating to the government on the website http://permission.midcindia.org/ and by submitting a self-certification regarding the observance of condition through this website. Apart from the above mentioned permission no other permission from any other authorities will be required for relaxation to start the operations for the permitted categories. The occupier of the factory will be responsible for rigorous adherence to the conditions specified in annexure II. In case of dedicate transport being provided by the company, the above said website will also be used to generate transport permission on the basis of self-declaration. Secretary (Industry) and Chief Executive Officer MIDC will be responsible for the implementation in this regard.

vii. The relaxations referred in Para 16 clause iii can be availed by the agency by way of permission from the concerned Municipal Corporations other than Mumbai and Pune, and by submitting a self-certification regarding the observance of conditions. In case of MCGM and PMC areas the Municipal Commissioner shall specify the methodology of obtaining permission. Apart from the above mentioned permission no other permission from any other authorities will be required. The site in charge will be responsible for rigorous adherence to the conditions specified in the standard operating procedure and the in situ construction condition. Municipal Commissioners will be responsible for the implementation in their respective jurisdictions. In case of other Municipal Areas District Magistrate will enforce this provision.

22. Penal provisions

Any person violating these lockdown measures will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Sec. 188 of the IPC, and other legal provisions as applicable. Extracts of these penal provisions are at **Annexure III.**

Chief Secretary
Government of Maharashtra

Annexure I

National Directives for COVID-19 Management

The National Directives shall be enforced by the District Magistrate through fines and penal action as prescribed in the Disaster Management Act 2005.

PUBLIC SPACES

1. Wearing of face cover is compulsory in all public places, work places.
2. All persons in charge of public places, work places and transport shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare.
3. No organization /manager of public place shall allow gathering of 5 or more persons
4. Gatherings such as marriages and funerals shall remain regulated by the District Magistrate.
5. Spitting in public spaces shall be punishable with fine.
6. There should be strict ban on sale of gutka, tobacco etc. and spitting should be strictly prohibited.

WORK SPACES

7. All work places shall have adequate arrangements for temperature screening and provide sanitizers at convenient places.
8. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
9. Persons above 65 years of age and persons with co-morbidities and parents of children below the age of 5 may be encouraged to work from home.
10. Use of Arogya setu will be encouraged for all employees both private and public.
11. All organizations shall sanitize their work places between shifts.
12. Large meetings to be prohibited.

MANUFACTURING ESTABLISHMENTS

13. Frequent cleaning of common surfaces and mandatory hand washing shall be mandated.
14. No overlap of shifts and staggered lunch with social distancing in canteens shall be ensured.
15. Intensive communication and training on good hygiene practices shall be taken up.

Annexure II

Standard Operating Procedure for Social Distancing for Offices, Workplace, Factories and Establishments

The following measures shall be implemented by all offices, factories and other establishments:

1. All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums:
   a. Entrance Gate of building, office etc.
   b. Cafeteria and canteens.
   c. Meeting room, Conference halls/ open areas available/ verandah/ entrance gate of site, bunkers, porta cabins, building etc.
   d. Equipment and lifts.
   e. Washroom, toilet, sink; water points etc.
   f. Walls/ all other surfaces
   g. In phases water supply to all wash basins in public building should be replaced by foot operated taps
2. For workers coming from outside, special transportation facility will be arranged without any dependency on the public transport system. These vehicles should be allowed to work only with 30-40% passenger capacity.
3. All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
4. Mandatory thermal scanning of everyone entering and exiting the work place to be done.
5. Provision for hand wash & sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. Sufficient quantities of all the items should be available.
6. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
7. Large gatherings or meetings of 10 or more people to be discouraged. Seating at least 6 feet away from others on job sites and in gatherings, meetings and training sessions.
8. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.
9. Use of staircase for climbing should be encouraged.
10. There should be strict ban of gutka, tobacco etc. and spitting should be strictly prohibited.
11. There should be total ban on non-essential visitors at sites.
12. Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times.
13. Issue of travel passes for employees of the exempted Offices, Workplace, Factories and Establishments shall be done by District Magistrates/Collectors everywhere except in MCGM (Municipal Corporation of Greater Mumbai), PMC (Pune Municipal Corporation), PCMC (Pimpri Chinchwad Municipal Corporation) and NMC (Nagpur Municipal Corporation) where it will be done by Municipal Commissioners. The copies of all passes should be marked to the local police.

Annexure III

Offences and Penalties for Violation of Lockdown Measures

A. Section 51 to 60 of the Disaster Management Act, 2005

51. Punishment for obstruction, etc.—Whoever, without reasonable cause —

(a) obstructs any officer or employee of the Central Government or the State Government, or a person authorised by the National Authority or State Authority or District Authority in the discharge of his functions under this Act; or

(b) refuses to comply with any direction given by or on behalf of the Central Government or the State Government or the National Executive Committee or the State Executive Committee or the District Authority under this Act,

shall on conviction be punishable with imprisonment for a term which may extend to one year or with fine, or with both, and if such obstruction or refusal to comply with directions results in loss of lives or imminent danger thereof, shall on conviction be punishable with imprisonment for a term which may extend to two years.

52. Punishment for false claim.—Whoever knowingly makes a claim which he knows or has reason to believe to be false for obtaining any relief, assistance, repair, reconstruction or other benefits consequent to disaster from any officer of the Central Government, the State Government, the National Authority, the State Authority or the District Authority, shall, on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

53. Punishment for misappropriation of money or materials, etc.—Whoever, being entrusted with any money or materials, or otherwise being, in custody of, or dominion over, any money or goods, meant for providing relief in any threatening disaster situation or disaster, misappropriates or appropriates for his own use or disposes of such money or materials or any part thereof or wilfully compels any other person so to do, shall on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

54. Punishment for false warning.—Whoever makes or circulates a false alarm or warning as to disaster or its severity or magnitude, leading to panic, shall on conviction, be punishable with imprisonment which may extend to one year or with fine.

55. Offences by Departments of the Government.—(1) Where an offence under this Act has been committed by any Department of the Government, the head of the Department shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly unless he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a Department of the Government and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of, any officer, other than the head of the Department, such

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officer shall be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

56. Failure of officer in duty or his connivance at the contravention of the provisions of this Act.—Any officer, on whom any duty has been imposed by or under this Act and who ceases or refuses to perform or withdraws himself from the duties of his office shall, unless he has obtained the express written permission of his official superior or has other lawful excuse for so doing, be punishable with imprisonment for a term which may extend to one year or with fine.

57. Penalty for contravention of any order regarding requisitioning.—If any person contravenes any order made under section 65, he shall be punishable with imprisonment for a term which may extend to one year or with fine or with both.

58. Offence by companies. (1) Where an offence under this Act has been committed by a company or body corporate, every person who at the time the offence was committed, was in charge of, and was responsible to, the company, for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of the contravention and shall be liable to be proceeded against and punished accordingly: Provided that nothing in this sub-section shall render any such person liable to any punishment provided in this Act, if he proves that the offence was committed without his knowledge or that he exercised due diligence to prevent the commission of such offence. (2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a company, and it is proved that the offence was committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also, be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation.—For the purpose of this section— (a) "company" means any body corporate and includes a firm or other association of individuals; and (b) "director", in relation to a firm, means a partner in the firm.

59. Previous sanction for prosecution.—No prosecution for offences punishable under sections 55 and 56 shall be instituted except with the previous sanction of the Central Government or the State Government, as the case may be, or of any officer authorised in this behalf, by general or special order, by such Government.

60. Cognizance of offences. No court shall take cognizance of an offence under this Act except on a complaint made by— (a) the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised in this behalf by that Authority or Government, as the case may be; or (b) any person who has given notice of not less than thirty days in the manner prescribed, of the alleged offence and his intention to make a complaint to the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised as aforesaid.

B. Section 188 in the Indian Penal Code, 1860

188. Disobedience to order duly promulgated by public servant.—Whoever, knowing that, by an order promulgated by a public servant lawfully empowered to promulgate

such order, he is directed to abstain from a certain act, or to take certain order with certain property in his possession or under his management, disobeys such direction, shall, if such disobedience causes or tends to cause obstruction, annoyance or injury, or risk of obstruction, annoyance or injury, to any person lawfully employed, be punished with simple imprisonment for a term which may extend to one month or with fine which may extend to two hundred rupees, or with both; and if such disobedience causes or trends to cause danger to human life, health or safety, or causes or tends to cause a riot or affray, shall be punished with imprisonment of either description for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.

Explanation.—It is not necessary that the offender should intend to produce harm, or contemplate his disobedience as likely to produce harm. It is sufficient that he knows of the order which he disobeys, and that his disobedience produces, or is likely to produce, harm.

Illustration

An order is promulgated by a public servant lawfully empowered to promulgate such order, directing that a religious procession shall not pass down a certain street. A knowingly disobeys the order, and thereby causes danger of riot. A has committed the offence defined in this section.

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